



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

**M. J. AMIKE® FOSTER, JR.**  
GOVERNOR

**MARK C. DRENNEN**  
COMMISSIONER OF ADMINISTRATION

May 31, 2001

**OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-66**

**TO:** All ISIS HR Agencies

**FROM:** Ronald S. Mitchell  
Director

**SUBJECT:** Changes to Open Enrollment Deadline

On May 23, 2001, agencies were notified by OSUP Memorandum #2001-62 of changes to miscellaneous insurance products being eligible for continued payroll deduction and solicitation. Due to these changes being so close to the May 25, 2001 deadline for Open Enrollment, **agencies can accept Payroll Deduction Authorization (SED-4) forms for miscellaneous insurance products only until June 30, 2001.**

SED-4 forms received by June 30 should be set up as participating, with an effective date of July 1, 2001, if the product is eligible for the Flexible Benefits Plan (FBP) and the employee is participating in the FBP. Agencies have until lockout on July 9, 2001 to enter recurring deductions/payments in ISIS HR for miscellaneous insurance for the first payday in July.

If you have any questions about these changes, please contact a member of the Benefits & Financial Administration Unit at (225):

Paula Rotolo  
Penny Jones

342-5357  
342-5354

Christi Sanchez  
Ralph Noland

342-5345  
342-5377

RSM:PAR/kmb